



**State of New Jersey
Board of Public Utilities**

ANTICIPATED JOB VACANCY

JOB POSTING #: 19-2013

DATE OF POSTING: August 21, 2013

DATE OF CLOSING: September 3, 2013

TITLE: Building Management Services Specialist 2

SALARY: \$58,016.50 – \$82,362.22

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Division of Administration

GENERAL DESCRIPTION: Under the direction of the Director of Administration: completes complex analytical or professional work of considerable difficulty required to provide or support the provision of building management, operation, service, maintenance, and renovation, or supervises the operation, maintenance, and/or delivery of building services for a state building or a series of smaller buildings; does related work as required.

Work Responsibilities:

- Provide day to day supervision of the staff assigned to Facilities Operations. Develop and evaluate performance criteria, utilizing the PAR system; review and approve time usage; and train staff to ensure continuance of services during absences. Mentor and counsel staff as necessary and recommend appropriate training to improve their skill sets.
- Physically view and analyze the condition of existing equipment, vehicles, furniture, supplies and work areas to ensure adequate and safe conditions exist; and recommend appropriate improvements/changes as needed.
- Communicate regularly as needed with staff of the Telecommunications unit in OIT and Lease Compliance; and attend monthly meetings with building management for both buildings.

- Respond to Treasury Circulars that relate to facilities management issues and develop internal operating procedures as necessary and as directed.
- Assist with providing necessary budget information.

REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience in the coordination and/or implementation of building management programs including building/property operations analysis, program development, organizational and/or fiscal planning, and/or cost efficiency programs, special building service programs or a related field.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

NOTE: A Master's degree in Public Administration, Business Administration, or closely related field may be substituted for one (1) year of the experience.

OPEN TO THE FOLLOWING: Open to BPU employees who are serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title, preceding the posting date and must meet the requirements stated above.

The State of New Jersey is an Equal Opportunity Employer.

**PLEASE FORWARD ALL RESUMES & COVER LETTERS VIA MAIL,
FAX, OR EMAIL TO:**

Linda Alford-Fennell, HR Manager
Board of Public Utilities
Office of Human Resources
44 S. Clinton Avenue
Trenton, NJ 08625
609-292-1619
609-633-9864 (FAX)
linda.alford-fennell@bpu.state.nj.us